

DUTY STATEMENT

Class Title: Associate Governmental Program Analyst	Position Number: 804-491-5393-901
Unit: Residential AIDS Licensed Facilities Program and the Housing Opportunities for People with AIDS Program	
Section: CARE Section	
Branch: HIV Care Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Governmental Program Analyst (AGPA) oversees the state funded Residential AIDS Licensed Facilities (RALF) Program, which provides operational funding to approximate thirty licensed residential AIDS projects, and provides technical assistance to HIV/AIDS service providers in the administration and oversight of the Housing Opportunities for Persons with AIDS (HOPWA) Program, which is a federally funded affordable housing program for persons with HIV/AIDS and their families who are homeless or at risk of homelessness. The AGPA should have a working knowledge of Microsoft Access, Word, Excel, Powerpoint, and Outlook.

Supervision Received: General direction from the Staff Services Manager I, Chief of the CARE Section.

Supervision Exercised: None.

Description of Duties: The AGPA is responsible for oversight of RALF and HOPWA program activities, to include programmatic and contractual compliance and technical assistance activities.

Percent of Time Essential Functions

- 30% Perform in-house review of program invoices, quarterly budgets, project census documents, operating pro forma documents, and other fiscal and programmatic documentation to ensure current and ongoing compliance and completion of program goals.
- 25% Conduct detailed program monitoring and site visits of licensed residential AIDS facilities in accordance with state monitoring processes to ensure contract and program compliance and completion of program goals. Develop technical monitoring letters. Provide technical assistance and ongoing follow-up to ensure program and fiscal compliance.
- 15% Oversee the annual program funding process, to include the development of annual Request for Application documents for announcing the availability of RALF program funding. Provide a detailed review of program applications and develop program standard agreements and detailed scopes of work for all funded facilities.
- 10% Provide ongoing technical assistance and consultation to contractors and subcontracting agencies administering the HOPWA program. Communicate effectively, both orally and in writing, in dealing with the public, state, and/or federal employees. Respond to telephone calls, voice mail, and Microsoft Outlook electronic mail immediately upon receiving messages. Identify unmet needs in

program areas, analyze complex issues, and develop recommendations based on HOPWA regulations and policies. Develop and disseminate program policies and procedures, performance standards, and operating guidelines and/or changes. Develop federal and state program application documents and program manuals using Microsoft Word. Contact new project directors within one month of appointment as the new Project Director or Service Provider. Participate in any regional training and/or assist in workshops. Review protocols and procedures, analyze issues, and draw conclusions. Write and/or review any policy recommendations for action. Write letters and reports as needed to communicate with service providers. Assist the Housing Specialist as necessary and coordinate between HOPWA and other local supportive housing and AIDS service programs.

- 10% Monitor contractors and perform site visits with contractors and subcontracting agencies to assure that program protocols, policies, and standards are being met, which includes a thorough assessment of client records, policies, procedures, forms, and staffing ratios to assure program compliance. Meet with agency staff to discuss program requirements and policies. Review fiscal systems to assure tracking and billing for housing assistance and that client services meet program standards and are appropriately tracked. Review data reports for each service provider and analyze expenditures, counsel the contractor on spending, assure that all funding will be expended by the close of the contract period, evaluate staff qualifications and assure that personnel requirements are being met, including staff to client ratio standards, discuss any issues, problems, and/or deficiencies found in the reports with the service provider, provide contractor with a comprehensive site visit report within 30 days of visit, review plan of correction when received, and resolve any additional issues.
- 5% Prepare reports, documents, and correspondence as required.

Percent of Time Marginal Functions

- 5% Other duties as required.

Employee's signature	Date	Supervisor' signature	Date
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